

## II-H. Information Technology and e-Governance

### 1. Introduction

'Information Technology and e-Governance' group at Department of Scientific & Industrial Research (DSIR) was formed. Under this, in a holistic approach, the existing procedures and processes are planned to convert into *citizen centric mode* through an accelerated usage of various Information Technology opportunities.

IT Action Plan of DSIR was worked out in May 2003 and for its implementation, a separate IT Budget Head was created, which became operational in FY 2004-05.

### 2. IT Action Plan

The Department has taken up IT and e-Governance activities in line with the Government directions during Tenth Plan and a comprehensive IT-Action Plan has been formulated as under:

- *Infrastructure Development:* Provide and maintain Personal Computers (PCs) and other essential IT- equipment and software to all the functionaries.
- *Networking:* Upgradation and maintenance the Local Area Network (LAN).
- *Office Automation:* Implement various applications that not only maintain records of receipt, issue of letters and movement of files but also offer enhancement in accountability, responsiveness and transparency in governance.
- *IT Training:* Provide relevant training courses to the officers/ staff that enable them to work on computers by using application software developed.

- *e-Reports:* Convert the Acts, Rules, Circulars and other published materials of interest or relevance to the public, in the electronic form.
- *Website:* Enrich the contents of the DSIR website by including downloadable forms and guidelines relevant to various citizen services that Department provides.


### 3. Achievements

Meetings of IT Committee were organized regularly to seek guidance/ approval on procurement of IT related hardware and development of application software. The details of achievements are given below:

#### 3.1 Operational

##### *DSIR Website*

The Department website, <http://www.dsir.gov.in> is continuously being updated. The main components of the site include: What's New; About Us including Administrative, Organizational and Functional Structure, Telephone and Email Directory; Annual Report; Demand for Grants, Citizen Charter; Ministers; TPDU Programme; Download Forms; Publications; Technical Reports including Executive Summaries of 162 Technical Status Reports; Forthcoming Events; Links to Parliament Q&As; Useful URLs; Advertisements; Tenders; Vacancy; Directories; Autonomous Bodies (CSIR and CDC); Public Enterprises (NRDC and CEL). The website also has a search facility and an email link to send feedback/ comments/ suggestions. A separate section on Right to Information has been provided as the Website for proactive disclosures




**DSIR**


**DEVNAGRI**  
Version  
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- [What's New?](#)
- [About Us](#)
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- [Citizen Charter](#)
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**DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH**

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
 [Applications are invited from reputed publishers of educational books for publishing Technology Management courseware comprising 5 books](#)  
**Last Date: 15 December 2008 [27 NOV 08]**

[Demand for Grants 2008-2009, Ministry of Science & Technology](#)  [28 AUG 08]

[Electronic Clearing Service \(ECS\) / Real Time Gross Settlement \(RTGS\) Facility for receiving Payments.](#) OM No MST/PrAO/Control/e-payment/2008-09/93 dated 25th April 2008  [25 APR 08]

**Technology Promotion, Development and Utilization Programme [TPDU]**

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- [Industrial R&D Promotion Programme \[IRDPP\]](#)  [24 DEC 08]
- [Technology Development and Innovation Programme](#)
- [Technology Development and Demonstration Programme \[TDDP\]](#)  [12 FEB 08]
- [Technopreneur Promotion Programme \[TePP\]](#)  [11 DEC 08]
- [TDDP - Start-ups](#) [03 APR 08]
- [Technology Management Programme \[TMP\]](#)  [27 NOV 08]
- [International Technology Transfer Programme](#)
- [International Technology Transfer Programme \[ITTP\]](#)  [18 JUL 07]
- [Asian and Pacific Centre for Transfer of Technology \[APCTT\]](#)  [01 JUN 06]
- [Consultancy Promotion Programme \[CPP\]](#)  [11 OCT 07]
- [Technology Information Facilitation Programme \[TIFFP\]](#)  [10 OCT 08]
- [Technology Development & Utilization Programme for Women \[TDUPW\]](#)  [25 APR 08]

**Prof. Samir K Brahmachari, Secretary**  
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 [docsir@csir.res.in](mailto:docsir@csir.res.in)

**Right to Information Act, 2005**  
Department of Scientific & Industrial Research - *Implementation in*

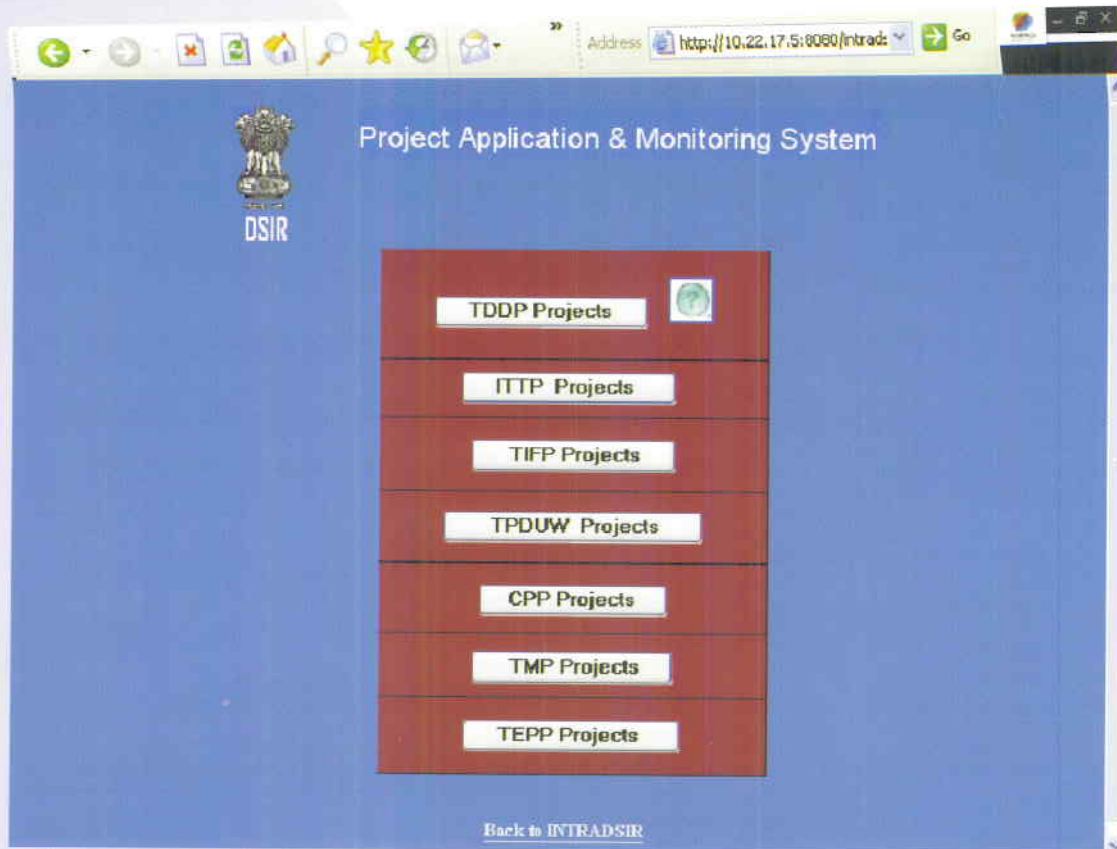
**Proactive Disclosures**  
under Section 4 (i) (b) of the [Right To Information Act, 2005](#)

1. [Particulars of its organization, functions and duties:](#) **UPDATED** [12 NOV 07] [Administrative Setup](#); **UPDATED** [12 NOV 07] [Organizational and Functional Structure](#)
2. [Powers and duties of its officers and employees](#)
3. [Procedure followed in the decision making process, including channels of supervision and accountability](#)
4. [Norms set by it for the discharge of its functions \(in \[Citizen Charter\]\(#\)\)](#)
5. [Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions](#)
6. [Statement of the categories of documents that are held by it or under its control](#)
7. [Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof](#)
8. [Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public](#)
9. [Directory of its officers and employees](#) **UPDATED** [21 NOV 08]

Ret. DoPTs OM No. 21/36/2006-CSJ (C) dated 24 January 2008, Information/Data required for Policy, Planning & Cadre Management of CSS and to reply to various RTI references. [RTI](#)  [PDF](#)   
**UPDATED** [22 FEB 08]

10. [Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations](#) **UPDATED** [21 NOV 08]
11. [Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made](#) **UPDATED** [08 SEP 08]

# DSIR Annual Report 2008-2009



under the Right to Information Act, 2005 enacted on June 15, 2005.

**Project Application and Monitoring System (PAMS) - Customization**

- The activities related to customization of Project Application and Monitoring System (PAMS) were completed and the same was hosted on DSIR Server located in Technology Bhawan. This system was customized for projects receipt for support and under various components of TPDU scheme. PAMS application being a menu-driven and Graphical User Interface based software, it enables the application users to navigate through different menus and windows to capture data and process the transactions.

**IntraDSIR**

- IntraDSIR- remains as an effective messaging client, intend virtually to eliminate, flow of paper based intra-office/inter-office memos and similar documents. The built-in features of this INTRADSIR include functionalities such as bulletin board service, employees information and e-leave submission, thought for the day and it also acts as a secured access site to all other applications.
- Instant Messaging facility consists of facility for attaching files and sending the same to other employees. As an added feature, this instant messaging service has a pop up facility. Any message sent to other users appears on the screen when the user gets logged in INTRADSIR, Any new message which is unread pop up on the screen.
- Employee Detail Module deletion or updating control has been provided to the administration section of DSIR for ensuring the maintenance of updated employee details.
- Document Management Information System (DMIS) - accessible through INTRADSIR, as a centralised repository of all the documents and remains as a system for diarising and file movement.

- Central Information System (CINFOSYS) - provide the historical or time series data on various aspects of Grant-in-aid Scheme of the Department.
- Department remained equipped with a Public Grievance Redress & Monitoring System (PGRAMS). The system was designed and developed by National Informatics Centre (NIC) as per guidelines of Department of Administrative Reforms and Public Grievances (DAR & PG). Being a WEB based system, it is centralized and remain available to the public as CPGRAMS which within the Department, it is accessible through IntraDSIR / ExtraDSIR
- Procurement and Inventory Management system 'PIMS' to maintain the inventory status of general stationary items, consumables of computers, etc remained functional and used for proper utilization of such items.
- Foreign Collaboration Approvals Information Management System (FCAIMS) remains online/ offline as an application software for mining information in a user friendly way from the database of all the approvals of foreign collaborations approved by the Secretariat of Industrial Assistance, Ministry of Commerce and Industry and Reserve Bank of India over the last 15 years.

**Extra DSIR**

Information and the data flows between DSIR and the bodies under its control namely CSIR, CDC, NRDC and CEL remain through an ExtraDSIR application system. ExtraDSIR application acts as a medium for any instant flow of information between Technology Bhawan and those other geographically separated DSIR offices. The system has following main features

- Users send and receive, secured instant messages (to and from DSIR) through INBOX and OUTBOX.
- Users also access over its homepage, Department's Circulars and News, the available Document Management Information System for effective file

# DSIR Annual Report 2008-2009

**Department of Scientific & Industrial Research**

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**"INTRADSIR"** (Shri Vimal Kumar Varun)

A man who has committed a mistake and doesn't correct it is committing another mistake.

PAMS   DSIR Website   DMIS   Elekha   Email   CPGRAMS/CPENGRAMS/AVMS

- INBOX**
- OUTBOX**
- Employee Detail**
  - My Information
  - My Pay slip
- LEAVES**
  - Leaves Report
  - Apply for Leaves
  - Date-wise Leave Status
- TDDU**
  - Tour Program Report
  - View Project List
- CINFOSYS**
  - grants\_in\_aid
  - expenditure details
  - NRFC WEB

- CIRCULARS**
  - Expenditure Management - Economy Measures and Rationalization of Expenditure - Guidelines related to LTC [10NOV08]
  - Elekha - Offline Facility for generation of Sanction ID
  - Expenditure Management - Economy Measures and Rationalization of Expenditure
  - Amendments to the Central Secretariat Manual of Office Procedure, 2003 (Twelfth Edition)
  - All Circulars
- TRAINING**
  - Project formulation, implementation
  - IT
  - DST
  - All Trainings
- PUBLICATION**
  - PF RDI
  - RDI updates
  - SIROs
  - Inhouse R & D

- EVENTS**
  - Seminar/Workshop
  - Call for papers
  - All Events
- REPORT**
  - All Reports
- MEETING**
  - Meeting Schedule
  - All Meetings
- DOWNLOADS**
  - LTC BILL FORM
  - Official Passport Renewal Form
  - TA/DA Bill (Bi-Lingual)
  - TA Advance
  - All Downloads
- NEWS**

Internet   100%

**Department of Scientific & Industrial Research**

RELATED LINKS   ORGANISATIONAL CHART   POST MESSAGE   HOME   SEARCH   LOGOFF   FAQ

**"INTRADSIR"** (Shri Vimal Kumar Varun)

Genie words work better than loud ones.

PAMS   DSIR Website   DMIS   Elekha   Email   CPGRAMS/CPENGRAMS/AVMS

**Post New Message**

Subject:

Message:

Table   B   I   U   Img   Font   H   L   C   R   J

Press SPACEBAR or ENTER to activate and use this control

- EVENTS**
  - Seminar/Workshop
  - Call for papers
  - All Events
- REPORT**
  - All Reports
- MEETING**
  - Meeting Schedule
  - All Meetings
- DOWNLOADS**
  - LTC BILL FORM
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  - TA Advance
  - All Downloads
- NEWS**

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National Register of Foreign Collaboration

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The National Register of Foreign Collaborations (NRFC) Scheme was created in the Department of Scientific and Industrial Research with the following objectives and activities:

1. Establish/create a data bank on import of technology.
2. Undertake financial, economic and legal analysis for the above set of data.
3. Carry out a detailed analysis of the imported technology in use in the country.
4. Provide a basis for a national technology strategy and indicate directions for national science strategy, wherever possible.
5. In the long run, lead to un-packaging of imported technology and in generation of national strength in competitively purchasing only selected components of technology.
6. Compilation and study of basic data on foreign collaborations (FCs) approved.

The present Software is primarily designed to serve the provisions of the Scheme. The Software is a Database Storage and Retrieval System for foreign collaboration approvals issued

Done

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**Department of Scientific & Industrial Research**

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"INTRADSIR" (Shri Vimal Kumar Varun)

A problem is a chance for you to

INBOX

OUTBOX

Employee Detail

- My Information
- My Pay slip

LEAVES

- Leaves Report
- Apply for Leaves
- Date-wise Leave Status

TPDU

- Tour Program Report
- View Project List

CINFOSYS

- grants\_in\_aid
- expenditure details
- NRFC WEB

**ACCESS TO PAY SLIPS**

- 2005-2006
- 2006-2007
- 2007-2008
- 2008-2009

**Note: The above links would be accessible when the appropriate server is active**

EVENTS

- Seminar/Workshop
- Call for papers
- All Events

REPORT

- All Reports

MEETING

- Meeting Schedule
- All Meetings

DOWNLOADS

- LTC BILL FORM
- Official Passport Renewal Form
- TA/DA Bill (Bi-Lingual)
- TA Advance
- All Downloads

NEWS

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Internet

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## DSIR Annual Report 2008-2009

transactions and also accessing Centralized Public Grievance Redress & Monitoring System

### *Exchequer*

Exchequer, developed by NIC, has been implemented in the department for preparation of bills for Grant-in-Aid, Contingency and LTC Advance.

### *IT-Security Policy and its frame work for DSIR*

The security policy as laid down is being ensured through in-built access security in the system itself. The VLANs provide segmentation services over the routers in LAN configurations. Therefore a VLAN over a logically segmented switched network for DSIR was planned and the required switches were procured. This VLAN is being created at Technology Bhavan with the help of NIC. In addition to switches, the necessary hardware comprises of a Rack and

two Rack mount servers were also procured and installed which are in operation at Technology Bhavan. A three level Security Architecture has already been adopted that includes authentication, use of cryptography /Encryption and allowing access to IP-restricted services.

### **3.2 Under Development**

#### *Project Application and Monitoring System (PAMS) - User Trials*

User trials for implementation of Project Application and Monitoring System (PAMS) are being carried out. Activities related to online submission of project proposals will be initiated. Development of suitable interface to integrate online submissions with PAMS will also be initiated.

#### *Composite Pay Roll System*

A Customized Pay Roll System, developed by NIC, has been installed, configured and is under testing in the department.